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**Communications and Information**

**BASE VISUAL INFORMATION SUPPORT  
CENTER POLICY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes policies and procedures for requesting electronic and graphic imaging support, still/alert photographic services, television production service and video taping, to units who require visual information (VI) support. It describes the VI support center responsibilities and established guidelines on the type of VI processes and services available to its customers. This instruction is in accordance with policies established within AFI 33-117, *Visual Information Management*, and applies to all organizations who require VI support. "The Paperwork Reduction Act of 1974 as amended in 1996 and AFI 37-160, Volume 8, *The Air Force Publications and Forms Management - Developing and Processing Forms*, affects this publication."

**SUMMARY OF REVISIONS**

Portions of this instruction have been expanded primarily for clarification purposes. The revision of this publication meets the format standards required by the Air Force. Required format changes have been made to allow for the conversion process. A bar (|) indicates a revision from the previous edition.

**1. Organizational Policy:** The Wing Commander has wide latitude in tailoring the Base Visual Information Support Center's (BVISC) operations to meet the specific needs of the installation. The BVISC must ensure efficient and cost effective use of its resources. VI services are for official and direct mission support only. When a request for VI services is not clearly official, the request must be approved by the Wing Commander, the Base VI Manager (BVIM), or designated representatives. In all cases where the requested VI services are approved base activities, but do not provide direct mission support, the BVISC may choose to provide self-help services, such as nonprofessional still and video cameras.

**| 2. Responsibilities:**

2.1. The Wing Commander approves all requests for services that are not clearly official.

- 2.2. The Base VI Manager and alternates operate the BVISC and approve request for services.
- 2.3. Unit commanders and staff agency chiefs must approve and ensure all photographic requests are for official use only.

**3. Electronic Imaging and Graphics Center Services:** Graphics provides professional design and creation of illustrations, charts, graphics, diagrams, cartoons, posters, displays, exhibits, temporary or interior signs, and other artwork for managerial, training, educational, and administrative purposes. The graphic center will use computer-aided design techniques to produce computer-generated products to replace traditional cut and paste and manual methods of production.

3.1. Recognition Certificates: Requests for recognition certificates (Appreciation, Achievement, Commendation, Recognition, Quality Air Force Awards, Performance Awards, Training Completion Certificates, etc.) must be specifically approved and justified in writing by the unit commander as official. Unit-level certificates are designed to be overprinted by the unit and no freehand calligraphy will be accomplished. Note: AF Form 3032, **Certificate of Achievement**; AF Form 3033, **Certificate of Appreciation**; AF Form 3034, **Certificate of Commendation**; and **AFSPC Certificate of Recognition**, can be overprinted to meet most unit certificate requirements. All certificates must follow guidelines established for forms and be processed IAW AFI 37-160, Volume 8, *Developing and Processing Forms*.

3.2. Other Support: Graphics **cannot support** the following, except as noted:

3.2.1. Mementos: Cannot support requests for personalized items for permanent change of station (PCS), separation, or retirement presentations such as souvenirs, plaques, engravings, caricatures, shadow boxes, scrapbooks, unit farewell certificates (original design), or similar mementos.

3.2.2. Copyrights: Cannot reproduce copyrighted material without written permission of the copyright holder. Customers requesting use of copyrighted material under fair use provisions must coordinate with the Base Legal Office to resolve copyright questions, approval must be in writing.

3.2.3. Drawings and Signs: Cannot draft or create architectural drawings, draw maps, or make permanent outdoor signs of any kind; Civil Engineer will provide these items.

3.2.4. Picture Frames: Cannot assemble picture frames, glass, or cut mats for specialty picture framing.

3.2.5. Forms/Visual Aids: Cannot provide products that duplicate the intent of existing forms or visual aids.

3.2.6. Seating Charts/Programs: Cannot prepare seating charts or programs unless it is for an official organizational Dining In/Out, specialty functions (Federal Women's Program, Black History, Hispanic Heritage, Handicap Employment, etc.), or as requested by the Public Affairs, Protocol, or History office.

3.2.7. Vu Graphs: Cannot produce vu graphs, except when specifically requested by the 30 SW Commander or 14 AF Commander. Briefings will be produced as Microsoft Power Point electronic media presentations whenever possible or 35-mm color slides due to their lower cost versus view graphs.

3.2.8. Model Building: Cannot build or provide any type of model building of satellites or other AFSPC artifacts. All model building will be referred to the base fabrication shop.

3.2.9. Color Reproduction: All color printing work must meet the requirements of AFI 37-162, *Managing the Processing of Printing, Duplicating, and Copying*.

**4. Base Still Photo Services.** Photo support will be provided for award and recognition ceremonies, change of command, official retirement ceremonies, etc., and events considered newsworthy by the Public Affairs, Protocol, or History office. Requests for such support must be coordinated through the Public Affairs, Protocol, or History office.

4.1. Requirement Scheduling: All routine photographic requests must be coordinated no later than 24 hours prior to acquisition to effectively meet customer requirements. Still Photo Services may direct as an alternative: self-help services of nonprofessional still cameras, film and development for approved but not direct mission support photo opportunities, or when last minute coordination prevents the dispatch of a photographer.

4.2. Digital Photography: The use of digital photographic technology, to include color copier prints, will be used when practical, except where the need for conventional film for historical or archival purposes is required, or as directed by the Public Affairs, Protocol, or History Office.

4.3. Alert Photography:

4.3.1. Alert photographic services will be provided for the emergency needs of the Security Forces, Air Force Office of Special Investigations, disaster preparedness, flying or ground safety offices, and other emergency response agencies. When possible, Security Forces should use Polaroid cameras for all minor accidents to provide better response to immediate photo requirements.

4.3.2. An alert photographer is available 24 hours a day, seven days a week and will respond to all emergencies and as requested by authorized agencies. The alert photographer *will not* be activated for routine assignments that could have been scheduled through established procedures.

4.3.3. Digital photographic technology will be used, to include color copier prints, unless specific requirements by the customer dictate the need for conventional film for historical or archival purposes. The on-scene alert photographer will determine which medium to use, (digital/conventional) based on lighting difficulty and the reproduction quality that best meet the needs of the customer.

4.4. Base Still Photo cannot provide the following services:

4.4.1. Ceremonies: Cannot provide photo albums for promotions or retirements.

4.4.2. Unofficial Presentations: Cannot provide unofficial ceremonial slide presentations to include the making of color slides of personal or official photography for retirement dinners, personality roasts, PCS going away parties, etc. Situations involving unofficial photo acquisition, slide projection setup, or operation of projection units involving dissolve units, multiple slide projection, scripting, etc.

4.4.3. Dining Ins/Outs: Cannot provide coverage of Dining Ins/Outs and retirement dinners or parties unless requested by the Public Affairs, Protocol, or History office.

4.4.4. Breakfast, Luncheon, or Dinner Event Coverage: Cannot provide coverage unless for specific awards presentations, recognition ceremonies, or as requested by the Public Affairs, Protocol, or History office.

4.4.5. Passport Photographs: Cannot provide unofficial passport or resume photographs.

4.4.6. Print Size and Type: Cannot provide prints larger than 8" x 10" unless justified on the work order request and approved by the Base VI Manager.

4.4.7. Decoration Photography: Cannot provide office decoration photos (unless approved and justified in writing and specifically stating for official use by the unit commander as required to communicate the unit mission). Chain of command photo displays are discouraged and will be limited to squadron and above command offices.

4.4.8. Group Photography: Cannot provide unit group photos unless approved and justified in writing and specifically stating for official use by the unit commander in support of an official award presentation or recognition ceremony (e.g., Team Quality Award). Group photos for presentation to individuals are authorized for Airman Leadership School graduations, 392d Training Squadron classes, wing or higher level sponsored exercises (such as Guardian Sword), official seminars, classes, Strategic Arms Reduction Treaty (START), or historical purposes.

4.4.9. Mementos: Cannot provide photographic prints for mementos to departing or retiring personnel, or as gifts to distinguished visitors or dignitaries unless approved in writing by the Protocol office.

4.4.10. Vu Graphs: Cannot provide photochemical film vu graphs reproduced from photographic prints, slides, and negatives, or printed materials. Vu graphs of these materials will be reproduced using electronic printers or color copiers.

**5. Television Production Services:** Requests for and approval of video productions will be IAW to AFI 33-117. All requests must be accomplished using DD Form 1995, **Visual Information Production Request and Report**, and approved by the BVIM.

5.1. Normally, professional videotaping support will only be provided in support of official government tasking to meet direct Air Force mission requirements such as START, Disaster Preparedness, Western Range launch support; and wing or higher level official events such as change of command.

5.2. The use of video systems and personnel are approved to document retirement or promotion ceremonies honoring Numbered Air Force (NAF) commanders, wing commanders, and important historical figures such as Medal of Honor winners, aerial aces, etc., for historical and informational purposes as appropriate.

5.3. The BVISC will provide self-help services of nonprofessional video cameras for video recording and editing of:

5.3.1. Other retirement/promotion ceremonies.

5.3.2. Sporting events, golf tournaments, Special Olympics, etc.

5.3.3. Fashion Shows.

5.3.4. History Month.

5.3.5. All other events where the requested video services do not provide direct mission support.

**6. Specific Questions:** Direct all questions to the BVIM, extension 6-8787 or the alternate, extension 6-7308.

LARRY L. WALKER, Lt Col, USAF  
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